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☐ DECLASSIFIED

Class. CHANGED TO: TS S **(C)**

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

25X Date: 010378 MEMORANDUM OF INFORMATION ON EXTERNAL TRAINING PROGRAMS
By

1. Within the Office of Training is a Programs Division whose chief function is the development of non-CIA training facilities including any institution, public or private, domestic or foreign, which the Director of Training adjudges appropriate for training of CIA personnel. Approval for such training is made by the Director of Training after determining that such training will benefit the Agency by increasing the capabilities of such personnel to perform their present jobs more effectively or to undertake new jobs requiring greater skill or responsibility.

2. Some of the responsibilities of the Director of Training in this program has to do with (1) the setting of standards to be met by external facilities and terminating the use by CIA of such facilities for failure to meet acceptable standards; (2) determining the standards of performance to be met by CIA personnel in training at such facilities, and, after consultation with the appropriate Assistant Director and Office Head, terminating the training of personnel failing to meet acceptable standards of performance; (3) arranging for appropriate cover for those selected for training at academic institutions in the United States and abroad in consultation with the Assistant Deputy (Inspection and Security), the Deputy Director of Plans, and the Office Heads of the Offices to which such personnel are slotted; and (4) coordinating arrangements for travel, passports and other matters including meeting travel cost, per diem, and tuition where appropriate and other expenses except salary which is paid by the sponsoring office.

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3. The responsibilities of the Office Heads are: (1) to recommend to the Director of Training qualified people who because of experience and academic background may benefit themselves and the Agency by engaging in a period (length of training to be determined on the basis of need) of training in the United States or abroad; (2) to provide general administrative services for their personnel during the period of training, including paying regular salary, arrange for leave, advance funds, take promotion actions, and perform any other functions provided for in the Career Service Program; and (3) to make available to the Director of Training qualified specialists to sit on Office of Training selection boards convened for the purpose of assisting the Director of Training in the approval and selection of CIA personnel for training at non-CIA training facilities.

4. For details on developing non-CIA projects, see Regulations

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TRANSMITTAL SLI.		
<u>15 September 1952</u> (Date)		
TO: Mr. 		
BUILDING	Administration	ROOM NO. 221
REMARKS:		
<p>Lofty -</p> <p>As per your request by telephone, the attached is given to you in draft form. Col. Baird is on leave and would want to sign a notice on Non-CIA Training Facilities when all of the details are completed and the proper phrasing agreed to. We are presently redrafting Regulation . In substance, however, the attached gives all the essential details and facilities presently available.</p>		
FROM:		
 Dep. Dir. of Trng. (Gen)		
BUILDING	ROOM NO.	EXTENSION
I	1024	
FORM NO. 36-8 SEP 1946		
16-05208-1 GPO		